



Warrenville Public Library District

28W751 Stafford Place, Warrenville IL 60555-3002 • 630/393-1171 • warrenville.com

WARRENVILLE PUBLIC LIBRARY DISTRICT
Meeting of the Decennial Committee on Local Governmental Efficiency
Pursuant to Public Act 102-1088
Wednesday, October 18, 2023, 6:30 p.m.
Location: Library Meeting Room

This meeting will be broadcast live online at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)

Public comments may be shared in person at the meeting or emailed to trustees@warrenville.com. Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they include the commenter's first and last name, are received at the above email address prior to the meeting's start time, are no more than 500 words in length and are free of any abusive or obscene language. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

AGENDA

1. Call to order
2. Roll Call
3. Approval of the agenda **(ACTION)**
4. Public comments
5. New Business
 - a. Approve Minutes of the May 17, 2023 Decennial Committee Meeting **(ACTION)**
 - b. Review compiled information & preliminary draft of final report (discussion)
6. Set date for next meeting of the Warrenville Public Library District's Decennial Committee on Local Governmental Efficiency **(ACTION)**
7. Survey members of the public in attendance for matters discussed at this meeting of the Warrenville Public Library District's Decennial Committee on Local Governmental Efficiency
8. Adjournment **(ACTION)**

5a. APPROVE MINUTES

Approve Minutes of the May 17, 2023 Decennial Committee Meeting
(ACTION)

Suggested motion: Move to approve the minutes of the May 17, 2023 meeting of the Decennial Committee on Local Governmental Efficiency.



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WARRENVILLE PUBLIC LIBRARY DISTRICT
Meeting of the Decennial Committee on Local Government Efficiency
Wednesday, May 17, 2023, 6:30 p.m.

MINUTES

1. Call to order – Chair DuRocher called the meeting to order at 6:33 pm.
2. Roll Call – Chair DuRocher called the roll:

PRESENT:

Library Trustees DuRocher, Lezon, Picha, Schmidt, and Stull
Library Director Stuhlman
Public Members Amy Arlowe and Cindy Ruzicka

ABSENT: Trustees Richardson and Warren

STAFF PRESENT: IT Manager Duncan Jones

OTHERS ATTENDING – IF ANY:

Member Services Manager Laurie Rex entered at 6:45 pm
Assistant to the Director Jackie Davis entered at 6:55 pm

3. Approval of the agenda (**ACTION**)

MOTION: Trustee Stull moved to approve the agenda as presented. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Richardson and Warren

Motion carried

4. Introductions

Chair DuRocher introduced everyone on the committee and thanked the public members Cindy Ruzicka and Amy Arlowe for joining us.

5. Public comments: None

6. New Business

- a. Designate committee members to compile information and identify efficiencies to review at next meetings

The Committee reviewed the example report from Ancel Glink and brainstormed a few of the items.

For sections IV and V, Director Stuhlmann said he would list the items that fit these categories for the next meeting.

For section VI, the library has intergovernmental agreements with the City of Warrenville for use of the Bob Walters Commons, TIF districts, Hotel Grant, other Tourism & Arts Commission partnerships, and possibly an agreement regarding the streetlights on Stafford. The library also has IGAs with SWAN and RAILS for delivery and other library related functions.

For section VII on partnerships, it was mentioned how the City asked the library for input on the Old Town/Civic Center Redevelopment.

For section VIII on review of laws, etc., Director Stuhlmann said he would go through the list and present information on each of the items.

For section IX on what we have done well, Trustee DuRocher mentioned how proud she was the library did not have to go for referendum for the 2017 renovations. The Committee also mentioned going fine free, joining SWAN, adding self-checkout, offering curbside delivery and home delivery, joining LIRA, and improving staff benefits.

For section XI on what we could do better, it was mentioned that we could review some of our contracts for cleaning, landscaping, snowplowing, HVAC, etc. and see if there is potential for cost sharing with the City, or for finding better prices in general.

Summary - In the end, it was agreed Director Stuhlmann would work on collecting all of this information and presenting it in the report form for review at the second meeting.

7. Set date for next meeting of the Warrenville Public Library District's Decennial Committee on Local Government Efficiency

Director Stuhlmann stated the committee has 18 months to complete their work, but it would be good to finish sooner rather than later. He listed

potential dates, and recommended scheduling for this fall rather than in the winter or spring. After a brief discussion, October 18 was picked as the tentative date for the second meeting, with the time to be determined based on how much information there is to discuss.

8. Survey members of the public in attendance for matters discussed at this meeting of the Warrenville Public Library District's Decennial Committee on Local Government Efficiency

Other than staff, there were no other members of the public to survey. Staff were asked if they had any questions, input, or comments regarding the meeting's discussion. There were none.

9. Adjournment **(ACTION)**

MOTION: Trustee Picha moved to adjourn the meeting at 6:58 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Richardson and Warren

Motion carried.

Respectfully submitted,

Jason Stuhlmann
Executive Director
Warrenville Public Library District

5b. NEW BUSINESS

Review compiled information & preliminary draft of final report (discussion)

In the packet is a draft of the final report for your review. Jason used the sample report template that was included in the Ancel Glink memo from the first meeting in May.

- **Sections I, II, and III** – These are mostly informational, and just need me to find our most recent EAV info, and then input our final meeting date once it is decided.
- **Section IV: Core Programs & Services** - I think this is a pretty extensive list that shows that the library offers a lot to the community.
- **Section V: Awards & Recognitions** - This section is brief. While the library is well regarded in the community, there are not a lot of awards for libraries for us to receive or showcase here.
- **Section VI: Partnerships & Intergovernmental Agreements** – I think this shows that we work with the City of Warrenville and other partnerships to help save us money or supply us with additional funding.
- **Section VII: Community Partnerships** – This list probably does not include all our partnerships from the last ten years, as those relationships come and go. But regardless, I think this showcases how the library is working in/with the community to reach and support residents.
- **Section VIII: Review of Laws, Policies, Rules and Procedures, and Other Documents** – This list is probably not all inclusive either but touches on all the major laws and requirements that the library must comply with.

The only items lacking here are that we need to flesh out the information on our website regarding FOIA information. We can either leave this as an item on the report that we discovered needs improvement, or I can make those improvements before the final version of the report and our final meeting.

- **Section IX: What We Have Done Well** – I broke these out by category. I think the library does a number of things very well. If you have any suggestions of items I'm forgetting, please let me know.
- **Section X: What Inefficiencies Have We Identified / What Are Our Next Steps** – As stated in Section VIII, I think better FOIA information on our website is an area for improvement, though I'm not sure if I would call that an inefficiency. Otherwise, aside from the suggestions in the next couple of sections, I don't really see that we have any major inefficiencies to address.

- **Section XI: What Can We Do Better or More Efficiently?** - I am new, so these couple of suggestions for evaluating our contracts, programs, etc. seem like good items to work on over time. But please let me know if you have other suggestions.
- **Section XII: Studies on Governmental Efficiencies** – I have emailed you separately the couple of articles listed here. Really, this just seems to focus more on the concepts of Townships vs. Counties vs. Cities. In the end, knowing how valuable libraries are and how many unique services we provide, I don't really see these studies as having much application to us.
- **Section XIII: Our Committee's Recommendations Regarding Increased Accountability and Efficiency** – I just summarized the ideas of ongoing review and exploration to make sure we are getting the best prices and are getting the best value and return on investment. If you have other ideas, please let me know.

I feel that this is a pretty comprehensive list of all the services we provide and the value we bring to the community, all while meeting laws and requirements from the state and other organizations. While there is always room for evaluation, changes, and improvements, I generally think we are fiscally responsible and are good stewards of our taxpayers' money.

Please let me know if you have any questions, comments, or suggestions for us to add to the report.

Decennial Committee on Local Government Efficiency

Report compiled _____, 2024 by Executive Director Jason Stuhlmann

I. Unit of Government Submitting This Report

Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

II. Information About Warrenville Public Library District

- We are located in DuPage County. There are over 30 public libraries in DuPage County.
- As of the 2020 Census, the Library serves a population of 14,096.
- We have 27 library employees (not including trustees).
- The library's FY24 budget is \$2,564,868.
- The library's EAV for 2023 is _____.

III. Committee Information

Committee Members:

- Library Trustees:
 - Barbara DuRocher (President)
 - Sandy Lezon
 - Jerri Picha
 - Jill Richardson
 - Connie Schmidt
 - Heather Stull
 - Rick Warren
- Executive Director
 - Jason Stuhlmann
- Appointed Members of the Public
 - Resident Cindy Ruzicka
 - Resident Amy Arlowe

Committee Meeting Dates:

- May 17, 2023
- October 18, 2023
- ???, 2023 or 2024

IV. Core Programs & Services

Our library offers the following core programs & services:

- Professional Staff that can create, develop, and maintain collections, programs, outreach, and other services and resources that benefit the community. Staff also assist community members in accessing these services and resources, as well helping with other questions and needs that arise.
- Collections
 - Physical books, audiobooks, magazines, video, music
 - Digital books, audiobooks, magazines, video, music
 - Tech to Go items including hotspots, laptops, items for home maintenance, travel items, accessories for phones and computers, audio and visual items, and more
 - Games, puzzles, learning kits for children
 - Access to consortium of 100+ libraries and their collections
- Digital Resources
 - Databases and resources for research & article searching, language learning, finance, literacy, science, news, vocational & career, hobbies & crafts, test prep, and more
- Programs & Events
 - Story times
 - STEAM programming for youth
 - Music concerts
 - Technology classes
 - Craft and game programming
 - History, genealogy, finance, etc. programming
 - Teen programming
 - Book clubs and reading programs
- Reservable Study Rooms and Meeting Rooms
- Technology
 - WiFi
 - Internet computer access
 - Printing, scanning, faxing
- 1-on-1 Librarian Help
- Community Engagement
 - Participation in community events & celebrations
 - Support of local schools, with focus on literacy
 - Outreach to seniors and Spanish-speaking residents
- Homebound Delivery & Curbside Pickup

Other programs or services we could possibly provide:

- Citizenship courses
- Customer services
 - DMV vehicle sticker
 - Notary
 - Passport

- Makerspace (which we are planning on doing)
- Better visibility of Spanish and Large Type collections

V. Awards & Recognitions

Our library has received the following awards, distinctions, and recognitions:

- Warrenville Friends of the 4th Parade 2018: Judge's Participation award
- Warrenville Friends of the 4th Parade 2019: Parade Winner
- Earned SCARCE's "Earth Flag" recognition in June 2012 for efforts towards recycling, planting, etc.

VI. Partnerships & Intergovernmental Agreements

We have partnered with or have/had Intergovernmental Agreements with the following entities:

| Entity & Agreements: | Services: | Benefits: |
|-----------------------------|---|---|
| City of Warrenville | | |
| IGA for Bob Walters Commons | Improvement, maintenance, and use agreement for the property on the common area between the Library and City Hall, allowing each to do programs and events on the commons area, such as our annual summer concerts. | While hard to put a monetary value on this agreement, our concerts draw between 200-450 people, and so having this space for the concerts is invaluable in providing a popular, loved program during the summer months. |
| IGA for Equipment sharing | Allows each City and Library to borrow needed equipment from the other for free, based on permission. | Renting lifts for high spaces can cost ~\$500 a day, or \$1000 weekly, so being able to borrow from the city on occasion saves the library on this expensive rental cost. Also avoids unnecessary expensive equipment duplication when the library's need is not that frequent and the City has this equipment already. |
| TIF Districts | The City provides the Library with TIF District annual disbursements in lieu of full value property taxes for those developments for the duration of the TIF. | While the Library is entitled to this money under the IL TIF Act, the City is very cooperative and has provided tens of thousands of dollars and will continue to do so. This is beneficial for the library's budget until it can realize the full tax value once the TIF is over. |
| Hotel Tax Grant | The City's Tourism & Arts Commission awards the Library, along with other applicants, a hotel tax funded | This grant has provided between \$10-15k each year since 2007 to put on these concerts. The outdoor concerts draw between 200-450 people, and the indoor concerts draw between 30-60 |

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| | grant each year that pays for the Library's popular outdoor summer concerts and indoor winter Sunday matinee concerts. | people. So having this funding enables the library to provide these popular, loved programs. |
| IGA for Developer Donations | The City distributes portions of developer cash contributions donated in lieu of land for library purposes to the District from time to time. | This has provided the Library with tens of thousands of dollars that it would not have otherwise seen. |
| Utility Easement & Transfer of Land | The Library grants the City an easement so that the City can maintain streetlights and other underground utilities, along with an additional small transfer of land. | This allows the Library to have working streetlights without having to maintain them, which saves the library thousands of dollars over the long term. |
| A couple of IGAs and a memo of understanding | <ul style="list-style-type: none"> -Transfer and swap of tiny parcels of adjoining land with the city -Easement for development -IGA for storm drainage work | This allowed the City to sell vacant formerly industrial land to a developer to build single family homes. This allowed for cleanup and development of land next to the library, and grew more neighborhood, as well as creating more tax revenue for the library. |
| LIMRiCC (Library Insurance Management and Risk Control Combination) | | |
| IGA for Insurance Membership | Participation in pool of health insurance for libraries, which offers a better discount than if we secured insurance on our own. | Being part of a large pool that regularly evaluates prices so that the group has the best policies saves the library thousands. |
| SWAN (System Wide Area Network) | | |
| IGA for SWAN Membership | SWAN membership provides our public online catalog with access to over 8 million items, inter-library loan services & delivery, circulation software, support, e-commerce, reporting, and other library services. | As part of this IGA we do pay membership, but this membership, as stated previously, provides a lot. As a smaller library, having access to over 8 million items from 100 libraries is invaluable in providing more resources and a better experience for our residents. |
| Libraries of Illinois Risk Agency (LIRA) | | |
| Insurance Membership | Participation in pool of liability insurance for libraries, which offers a better discount than if we secured insurance on our own. | Being part of a large pool that regularly evaluates prices so that the group has the best policies saves the library thousands. |

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| eMedia Library – Libby/Overdrive | | |
| Membership in eBook consortium | Membership with 23 other libraries provides access to a shared pool of eBooks and other digital material. | Membership provides access to vastly more eBooks and other digital material than the library would be able to afford on its own, thus creating a better experience for our residents. |
| Reaching Across Illinois Library System (RAILS) | | |
| Membership in library system | Free membership provides inter-library loan services & delivery, continuing education opportunities, group package purchasing discounts, professional resources, etc. | Belonging to RAILS is part of being an Illinois library and being part of a larger community of resources and support. |

Our library’s efficiency has increased through local and regional intergovernmental cooperation in the following ways:

- By working with local government on various grants and other alternative funding, the library is able to provide additional popular programs that we would not otherwise be able to afford.
- By working with local government on various intergovernmental agreements, the library over time was able to find the land to grow and expand as necessary, while also allowing the city the opportunity to more effectively expand residential homes and grow the community. The library and city also benefit in cost savings by sharing space, tools, and resources.
- By belonging to various library insurance pools offering discounts, the library has been able to stay insured and offer insurance to staff while saving thousands of dollars every year.
- By belonging to various library consortiums, the library can provide access to collections, databases, and resource sharing for the community that we would otherwise not be able to provide. With millions of books and other library material made available, these partnerships are invaluable. In addition to better serving the community, these partnerships also provide numerous professional resources and support that we would otherwise not have access to.

VII. Community Partnerships

We partner with the following organizations:

| Entity & Agreements: | Services: | Benefits: |
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| Immanuel Presbyterian Church Food Pantry | The library collects food and other items needed for the local food pantry, which supports the local residents in need. | This benefits the community by helping support those in need. |

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| School District | Staff support teachers and students with classroom collections for projects, as well as booktalking, literacy promotion, story times, and library tours. | This helps support teachers with their curriculum for the local students, as well as generally promoting literacy, reading, and all the books, programs, and other resources the library has available than can benefit students. |
| Park District | Allows library staff to conduct story times at the parks, along with working jointly on other events | Both library and park districts aim to educate and entertain, so working together to conduct events towards that goal is a wonderful partnership. |
| Various local multi-family residence locations | Staff promote the library, its resources, and all the benefits of having a library card. Staff have also run book clubs at some of the locations. | This benefits those residents in that they get informed about the resources available to them at the library. |
| Starbucks | Allows library staff to conduct story times at their location. | This allows the library to offer something a little different and hopefully reach a different part of the community, while at the same time bringing a local business some customers. |
| Laundry City Express | Allows library staff to conduct Literacy at the Laundromat Story Times at their location. | This allows the library to offer something a little different and hopefully reach a different part of the community, while at the same time bringing a local business some customers. |
| Wheaton Warrenville Early Childhood Collaborative (WWECC) | The library has received grants and funding for programming. | This has allowed the library to pay for children's concerts, literacy programs, and other programming that educates and entertains children and families. |
| City of Warrenville | Intergovernmental meetings, collaboration on events, and other community involvement | This has allowed the library to stay informed about the community and have a voice in various initiatives. It also allows the library to participate in city events, showing community involvement. It has also allowed city organizations to be involved in and help enrich library programming, such as our annual Ofrendas for Day of the Dead program, where the Fire Department, Park District, and Middle School were some of the participants. |
| CAC (Community Advisory Council) | Outreach with this organization allows for programming and volunteer opportunities for teens. | Partnering with a community organization allows for more opportunities to reach teens, which can be a difficult audience to engage. |
| Various business and organizations | Summer Reading Program sponsorship | Annual sponsorship helps the library save some money and be able to provide some fun and interesting incentives and rewards for literacy programs. Some recent partners included: Main Event, DuPage Children's Musuem, Park District, |

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| | | Honey Baked Ham Company, Brookfield Zoo, Chicago Red Stars, Classic Cinemas, Kane County Cougars, Kuypeers Family Farm, British Swim School, Eagle Academy of Martial Arts. |
| Head Start | Library supports the organization with story times, space needs, etc. | The Head Start program assists young children in need, so supporting this organization helps achieve the library's goal of supporting the community and increasing literacy. |

Our library's efficiency has increased through these local partnerships in the following ways:

- Partnerships with schools, local businesses, and other organizations allow us to better reach members of the community that may not always be aware of the library and its services. Additionally, it provides the library with opportunities to provide literacy and other educational programming and services to the community's teens and youth. This is a great educational/societal value rather than monetary value.
- Partnerships with local businesses and organizations to sponsor programming, such as summer reading, is valued in the thousands of dollars for all the discounts, tickets, and experiences that these partners are willing to provide as incentives.
- Many of these partnerships do not bring monetary value or efficiency to the library, but rather bring societal value to the community as we support each other in our endeavors to serve and provide for the community. Having multiple agencies assisting each other can bring greater exposure and awareness of the organizations, the services and resources they offer, and the goals they are trying to achieve.

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and Other Documents

We have reviewed the following, non-exhaustive list of laws, policies, rules and procedures, training materials, and other documents applicable to the library in order to evaluate compliance and to determine if any of the following should be amended.

| Item Reviewed: | Determination: |
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| Illinois Open Meetings Act (5 ILCS 120/1 et seq.) | |
| <ul style="list-style-type: none"> • Policy on Public Comment | Included in Library Board By-Laws: Article VII, Section 11 |
| <ul style="list-style-type: none"> • Designation of OMA Officer (5 ILCS 120/1.05(a)) | Currently 1 trustee + library director |
| <ul style="list-style-type: none"> • All board members have completed OMA training (5 ILCS 120/1.05(b)) | All board members complete OMA training when elected, and OMA Officer + library director refresh training every year. |
| <ul style="list-style-type: none"> • Schedule of regular meetings of the library board (5 ILCS 120/2.03) | An ordinance fixing regular meetings is passed by the board every December. |
| <ul style="list-style-type: none"> • Periodic review of closed meeting minutes (5 ILCS 120/2.06(d)) | A review of closed meeting minutes is done twice a year, most recently in March & August of 2023. |

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| <ul style="list-style-type: none"> IMRF total compensation packages (5 ILCS 120/7.3) | The public disclosure of total compensation packages are approved annually by the board and posted on the library's website. |
| Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) | |
| <ul style="list-style-type: none"> Designation of a FOIA Officer (5 ILCS 140/3.5(a)) | The Library Director and Assistant to the Director are designated as the library's FOIA Officers. |
| <ul style="list-style-type: none"> FOIA Officer training (5 ILCS 140/3.5(b)) | Both FOIA Officers take training every year. |
| <ul style="list-style-type: none"> Computation and retention of FOIA requests (5 ILCS 140/3.5(a)) | Request dates, deadlines, communications, and responses are all recorded and filed until our Records Retention Certificate allows for disposal. |
| <ul style="list-style-type: none"> Posting other required FOIA information (5 ILCS 140/4(a)); (5 ILCS 140/4(b)) | As of 10/11/23, website posting on FOIA needs more information. |
| <ul style="list-style-type: none"> List of types or categories of FOIA records under library control (5 ILCS 140/5) | As of 10/11/23, website posting on FOIA needs more information. |
| Designation of whistleblower auditing official (50 ILCS 105/4.1) | |
| <ul style="list-style-type: none"> Designation of whistleblower auditing official (50 ILCS 105/4.1) | The Library Director and appointed Board Ethics Advisor serve as the whistleblower auditing officials. |
| Statements of Economic Interest | |
| <ul style="list-style-type: none"> All applicable officials have filed Statements of Economic Interest (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 et seq.) | All trustees and library managers annually file Statements of Economic Interest. |
| Sexual harassment training 775 ILCS 5/2-109(C) | |
| <ul style="list-style-type: none"> Staff | All staff annually complete sexual harassment training. |
| <ul style="list-style-type: none"> Trustees | Trustees annually complete sexual harassment training. |
| Library budget and financial documents | |
| <ul style="list-style-type: none"> Working Budget | Annually approved by the Board and posted to the library's website. |
| <ul style="list-style-type: none"> Tentative Budget & Appropriation Ordinance | Annually approved by the Board, posted to the library's website, submitted to DuPage County. |
| <ul style="list-style-type: none"> Budget & Appropriation Ordinance | After public hearing, annually approved by the Board, posted to the library's website, submitted to DuPage County. |
| <ul style="list-style-type: none"> Tax Levy Ordinance | After public hearing, annually approved by the Board, posted to the library's website, submitted to DuPage County. |
| <ul style="list-style-type: none"> Annual Statement of Receipts & Disbursements | Annually approved by the Board and posted to the library's website. |

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| <ul style="list-style-type: none"> Annual Financial Report | Annual audit performed by an outside auditing firm. Annually approved by the Board, posted to the library's website, submitted to DuPage County. |
| State ethics laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.) | |
| <ul style="list-style-type: none"> Gifts to staff and trustees | Library Policy #235 Gifts, Donations, Sponsorships – In addition to donations and sponsorships, discusses acceptable and unacceptable gifts to staff and trustees. |
| <ul style="list-style-type: none"> Political activities and gifts | Library Policy #450 Regulating political activities and the solicitation and acceptance of gifts – Discusses prohibited political activities and banning of gifts, and states that the library board shall have an ethics advisor, which is appointed every 2 years. |
| State Library Requirements & Grants | |
| <ul style="list-style-type: none"> Per Capita Grant | The library annually reviews the <i>Serving Our Public 4.0: Standard for Illinois Public Libraries</i> and completes the application for the Illinois Per Capita Grant. |
| <ul style="list-style-type: none"> Illinois Public Library Annual Report (IPLAR) | The library annually reviews and completes the required IPLAR report. |
| Reaching Across Illinois Library System (RAILS) Annual Requirements | |
| <ul style="list-style-type: none"> Annual Library Certification | The library annually completes RAILS' required online library certification. |
| <ul style="list-style-type: none"> Annual Non-Resident Library Card Participation | The library board annually approves its method and participation for non-resident library cards, and submits to RAILS. |
| Other State laws applicable to libraries | |
| <ul style="list-style-type: none"> Public Act 103-0100 amending (75 ILCS 10/1) and (75 ILCS 10/3) | In accordance with this law, the library supports intellectual freedom and as has adopted the following statements as part of its Policy #240 Collection Development Policy: ALA Freedom to Read Statement, ALA Library Bill of Rights and the American Film and Video Association Freedom to View Statement. |

IX. What We Have Done Well

Savings & Building Projects

Between maximizing revenue and spending responsibly each year, the library was able to save enough money over several years to do major needed renovations in 2017 without having to go to referendum. The result is a beautiful building, updated to better appeal to and serve the residents. We are very proud of this project and how it was achieved, and continue to use our budget and savings wisely to keep the building well maintained so that it still appears brand new six years later.

Joining Groups for Increased Efficiency & Savings

Over the years the library has tried to find ways to be fiscally responsible to maximize spending compared to the services received:

- In 2015 the library joined LIMRiCC, an insurance pool of libraries that was able to save the library money while increasing/improving the health insurance benefits offered to staff.
- In 2020 the library joined SWAN, a consortium of 100+ libraries sharing an online catalog and delivery services. This move increased the amount of easily attained library material up to over 8 million items. This was a huge improvement in our services for the community.
- In 2022 the library joined LIRA, an insurance pool of libraries that was able to save the library money while increasing/improving the necessary liability insurance carried by the library.

Expanded Services for Library Members

As mentioned above, the library greatly increased its services to the community by joining SWAN. This expanded access to over 8 million items with a user-friendly catalog, with increased and faster delivery.

Over the years the library has also worked to make other improvements and expand services:

- The library went fine free in 2020, eliminating the extra, unnecessary taxing of our users.
- During the pandemic lockdown the library added curbside pickup of library material, which we continue to offer today.
- We recent years we added home delivery, a way to bring the library to those that are unable to leave their home and come to the library.
- With the help of the City, the library was able to apply for the Hotel Tax Grant to create both an outdoor and indoor concert series and have an IGA that allowed the library to use the space between the library and city hall to conduct the concerts. This is a hugely popular program.
- Over the last decade the library has also expanded its program offerings,
 - Increase STEAM programs, including robotics, computer programming, circuitry, etc.
 - Increased gaming programs aimed at teens and adults
 - Tech programs and one-on-one sessions for assisting library users with technology
 - New literacy focused reading programs, including Winter Reading, 1,000 Books Before Kindergarten, 100 Books Before High School, and Read to the Dogs
 - More culturally focused programs to appeal to our growing Hispanic population, including Day of the Dead, Las Posadas, and other celebrations
 - Computer classes in Spanish
 - Teen and tween advisory groups to increase input, engagement, and volunteering

- The library has kept up with the expanding digital world and years ago added, and continues to maintain and grow, our eBook platforms and offerings with Libby/Overdrive and Hoopla. We also have cultivated a solid list of online resources and databases for research and learning.
- With the 2017 building project mentioned above, we were able to add additional internet computers for the public, new printing/scanning/faxing technology, self-checkout machines, an interactive play area for young children, dedicated space for teens, additional study rooms, a cozy and quiet space for adults, and more.

Transparency

The library is diligent in having its FOIA officers refresh their training annually, and are always responsive to requests, responding within the required timeframe. The library is also diligent in having its OMA officers refresh their training annually, and uses its website to post all agendas, meeting packets, and minutes, as well as video recordings of the meetings. The library also posts all its policies, ordinances, and other financial information on the website to make it readily available to the public.

X. What Inefficiencies Have We Identified / What Are Our Next Steps

As of 10/11/23, website posting on FOIA needs more information.

Any other ideas?

XI. What Can We Do Better or More Efficiently?

Review Contracts:

To continually ensure the library is being efficient and fiscally responsible, administration could do a more frequent review of the library's contracts for cleaning, landscaping, snow removal, HVAC, and other services to see if there is potential for finding better prices and service, or to possibly engage in service and cost sharing with the City.

Investigate Additional Funding Sources

The library should more frequently investigate alternative funding sources available for building projects, collections, programs, and services. While alternative funding is not always consistently available, attempting to find additional funding sources helps to supplement and maximize the use of tax dollars.

Any other ideas?

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed studies on local government efficiency, including:

- “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016)
- “Illinois Leads the Nation in Local Governmental Units” - LINK vol. 12, issue 6 (2021), published by the Illinois Farm Bureau
- “An Inventory of Local Governments in Illinois” by The Civic Foundation (2021)

These studies show that Illinois has the largest amount of local governmental units in the nation, lending towards Illinois taxing, spending, and borrowing more than other states. Due to the high number of government units, it can often be confusing as to what agencies perform what services, and where the taxpayers’ money goes.

While these are valid concerns, libraries do provide unique collections and services that save taxpayers thousands of dollars were they to purchase these items on their own. Libraries provide books, video, music, internet service, computer access, literacy, skills building, career and social assistance, and other services that many people either cannot afford or don’t have the skills for, and we provide it in a centralized, community-focused organization with professional staff with the service-oriented drive and skills to provide these services and wear these many hats.

XIII. Our Committee’s Recommendations Regarding Increased Accountability and Efficiency

While this committee believes the Warrenville Public Library District does an excellent job of managing the tax revenue it receives to provide valuable services to the community, there are always ways to fine-tune and increase accountability and efficiency.

Continual evaluation of contracts and services for the building and administration of the library is important to ensure that the library is using the most affordable and effective means of running the organization. More regular and detailed evaluation of collections, programs, and services may also help to ensure staff are maximizing the return on investment of time and money spent trying to serve the community, and determine what changes are needed.

To continue to maximize fiscal responsibility and grow services to the community, the library should always be exploring additional funding sources, new partnerships, and additional services, all to help add, supplement, and consolidate our efforts.

Any other ideas?

Report Submitted by: _____

Barbara DuRocher

Chair, Decennial Committee on Local Government Efficiency

Date of Committee Approval of Report: _____

DRAFT

6. SET DATE FOR NEXT MEETING

Set date for next meeting of the Warrentville Public Library District's Decennial Committee on Local Governmental Efficiency **(ACTION)**

Suggested motion: Move to set the third and final meeting of the Warrentville Public Library District's Decennial Committee on Local Governmental Efficiency for _____ date at 6:30 pm.

Unless there are major suggestions or changes, or more to discuss, we can most likely have our third and final meeting to finish up the committee's work before the end of the year, if folks are available. If not, we can wait until Jan/Feb/March of 2024.

7. SURVEY MEMBERS OF THE PUBLIC IN ATTENDANCE FOR MATTERS DISCUSSED AT THIS MEETING

Surveying the public at the end of each meeting is one of the requirements set by the statute.

Survey:

1. Did you have any questions regarding what we discussed at today's meeting?
2. Do you have any other input or comments regarding what we discussed at today's meeting?